

VSM - Vendors Selection and Management

Duration:

3 days

Points:

PDU: 22,5

Too often project purchasing costs turn out to be "surprisingly high". Strategies for effective vendor selection and management, understanding the supply chain in a project life cycle, purchasing risk assessment methodology, and the ability to build delivery contracts are essential elements of every project manager's toolbox.

Estimating when to use a vendor and how to select and manager a vendor effectively can make or break even the most carefully planned project. Understanding the factors that determine the most appropriate vendor relationship is crucial to your success. Proactive involvement in establishing the vendor relationship, from selecting the vendor, determining the appropriate type of contract, to establishing the contract terms is essential to effective vendor management and the success of your project.

In this course, you'll be introduced to a unique model to help determine the most appropriate vendor relationship to address your various project needs. The course covers what you need to know to influence the contracting process in order to establish more effective, long-term, win-win relationships with capable, compatible "partners". It explores activities that are essential to effective vendor selection and management: articulating the right requirement, building the right relationship, finding the right partner, structuring the right contract and maintaining the right attitude between the parties.

The course will examine the pros and cons of three alternative contractual relationships: arm's-length, collaborative and alliance. Emphasis is placed upon structuring and managing effective collaborative relationships. An integrated case study and appropriate exercises are used throughout the course to apply the lessons learned to real-world scenarios.

Who the course is for:

- Senior IT Project Managers
- IT Project Managers
- IT Specialists
- Project Leaders
- Project Team Members

Course objectives:

By the end of this course, you will be able to:

- Increase the effectiveness of an organization's approach to program management
- Initiate and organize a large-scale program to implement business strategy
- Manage stakeholder relationships effectively

- Manage, execute and control a successful program consisting of multiple, related projects
- Establish and implement program governance to ensure consistent alignment with organizational strategy
- Control and execute a successful program
- Support project managers and projects teams in programs
- Manage program vendors and program financials

Benefits:

- Useful and readily applicable tools
- Consistent professional terminology in the field of project management
- An international expert available for consultation (during and after the training course)
- Sharing experience with other participants and opportunity for business networking
- A prestigious certificate from George Washington University
- Improving your business English skills
- Bilingual training materials with additional reference materials

PMBOK® Guide knowledge areas:

- Project Cost Management
- Project Risk Management
- Project Procurement Management
- Project Communications Management

Course Topics:

1. The Right Requirement

- a. Guidelines for developing the requirements
- b. Three ways to articulate a requirement
- c. ESI's Vendor Relationship Model
- d. Communicating the requirement

2. The Right Relationship: Types of Business Relationships

- a. Arm's-length contractual relationships
- b. Collaborative contractual relationships
- c. Formal business alliances
- d. Teaming agreements
- e. Joint development agreements
- f. Joint ventures
- g. Minority business interest
- h. Acquisition

3. The Right Relationship: Ethical and Legal Issues

- a. Fairness in the source selection process
- b. Antitrust issues
- c. Treatment of contractors as employees
- d. International issues
- e. Export control
- f. Taxes and duties
- g. Foreign Corrupt Practices Act

4. The Right Partner: Best-Value Source Selection

- a. The process
- b. Presolicitation process

- c. Solicitation process
- d. Award process
- e. Contents of source selection plan
- 5. The Right Partner: Finding and Qualifying Your Partner**
 - a. Prerequisites for successful partnering
 - b. Characteristics of a good partner
 - c. Where to look for potential partners
 - d. Characteristics of effective relationships
- 6. The Right Contract: Types of Contracts**
 - a. Fixed price
 - b. Cost-plus-fixed fee
 - c. Time and materials
 - d. Cost-only incentives
 - e. Multiple incentives
- 7. The Right Contract: Master Agreements**
 - a. Types of master agreements
 - b. Common elements of master agreements
 - c. Specific requirements of master agreements
 - d. Timing considerations
- 8. The Right Attitude: Performance Management**
 - a. Kick-off meeting
 - b. Performance plan
 - c. Maintaining open communications
 - d. Managing change
 - e. Handling disputes

Certification:

After finishing this training you will get a prestigious certificate from George Washington University!